	Recruitment into an Established Vacancy – Locally Employed Doctors (LEDS)
Purpose	To detail the steps required to ensure the correct process is undertaken when recruiting staff to an established rota vacancy. The below aims to highlight the touch points and recruiter actions. It is assumed that those referring to this document have experience of using the TRAC system. Key RM – Recruiting Manager MC – Medical Compliance REC – Recruitment EMP – Employment PYR - Payroll

STEPS	COMMENT	OWNER
Step 1:	Gap identified by **RM** in an established rota which requires recruitment.	**RM**
Step 2:	**RM** to engage with **MC** to request associated elements for whole time rota and grade. These elements are added as notes to TRAC packet clearly marked as 'whole time equivalent'. *MC turnaround KPI is 24 hrs from notification.*	**RM/MC**
Step 3:	**REC** episode worked through to offer stage at which point **RM** notifies **MC** of successful candidates and WTE	**RM/REC/MC**
Step 4:	**MC** to create a work schedule and update associated elements for any less than fulltime candidates. MC to issue schedule to **RM/REC** and successful candidate. *MC KPI is 48 hrs from notification.*	**MC**
Step 6:	**REC** 'hand off' to **EMP** for ESR input of staff information. **EMP** gatekeeping role	**REC/EMP**
Step 7:	**EMP** 'hand off' to **PYR** for processing of pay elements and associated actions.	**EMP/PYR**